

**SECRET**

## RECORDS MANAGEMENT PROGRAM

# RECORDS CONTROL SCHEDULE FOR THE

OFFICE OF  
LEGISLATIVE COUNSEL



*RCS 32-61.1 (olc) is superseded  
by RCS 8-76 approved by WAKS  
4/22/77*

25X1

**SECRET**

OFFICE, DIVISION, BRANCH

O/GENERAL COUNSEL - LEGISLATIVE COUNSEL

SIGNATURE

TITLE

18 APR 1961

Assistant to Legislative Counsel

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	<p>SUBJECT FILE</p> <p>Consists of correspondence, memorandum, reports and other papers pertaining to legislation affecting the Agency, liaison activities with members of Congress and the various Congressional Committees, and papers which accumulate in conducting daily operations. The files contain House and Senate Bills, Reports, and Resolutions; hearings and testimony on legislative programs of interest to the Agency together with related correspondence and comments. Also included in the file are journals of daily events and staff activities, briefing material used by the DCI in his contacts and meetings with Congressional Committees, and other material which reflects procedures, plans, programs and administration of daily activities. Filed according to Agency Subject File.</p> <p>(1959 to date)</p> <p>a. Congressional Committee Files</p> <p>b. Legislation File</p> <p>c. All other.</p>	9.0	<p>Permanent. Disposal not authorized. Transfer inactive files to the Records Center as indicated below.</p> <p>Cut off at the end of each Congress; retire material from First Session; hold 2nd Session files for 1 year then retire.</p> <p>Cut off at end of each Congress and transfer to Center all files which are inactive or no longer of interest to the Staff.</p> <p>Cut off file at end of each Congress, transfer to Center two years thereafter.</p>
2	<p>CHRONO FILE (READING)</p> <p>Extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically.</p>	.4	<p>Temporary. Retain in current files indefinitely.</p>



ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/24 : CIA-RDP78-00487A000100070003-3</p> <p>c. Congressional Record. Consists of copies of the proceedings and debates, minutes of meetings of the Congress. Maintained for reference purposes.</p> <p>(Current)</p>	4.0	Temporary. Destroy at the end of each calendar year.
6	<p>REFERENCE PUBLICATIONS</p> <p>These are extra copies of Congressional Reports, Bills, and Hearings, volumes of the U. S. Code, Congressional Index, Congressional Directories, and The Congressional and Administrative News. Maintained for reference purposes.</p>	18.	Temporary. Destroy when superseded or no longer needed for reference purposes.
7	<p>PUBLICATIONS CONTROL CARD</p> <p>Function transferred to OCR/Library together with <del>existing</del> function of obtaining types of material listed in item 6.</p>		
8	<p>CARD FILES</p> <p>a. This is a 3 x 5 card file containing information on legislation of interest to the Agency and on bills under consideration by Congress. Serves as a convenient reference to the legislation portion of the subject tile.</p> <p>b. This is a 3 x 5 card listing of members of Congress and their affiliations with employees of the Agency.</p> <p>c. This is a 3 x 5 card recording of proposed trips by members of Congress indicating itinerary and purpose of trip.</p> <p>d. A 5 x 8 Kardex record of active bills before Congress that are of interest to the Agency. Current status is posted.</p>	.1 .1 .1 .1	<p>Temporary. Destroy at the end of each Congress.</p> <p>Temporary. Retain indefinitely in current files area.</p> <p>Temporary. Destroy when traveler has been debriefed by the Agency after trip has been made.</p> <p>Temporary. Destroy after bill has been enacted into law.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100070003-3			
9	STAFF ADMINISTRATIVE FILE  Contains information relating to administrative support functions, such as personnel, leave, security matters, administrative issuances, liaison activities and also files of personal interest to the Chief of the Staff.	1.0	Temporary. Screen and destroy inactive material on an annual basis.
10	REVOLVING FUND FILE  A small petty cash fund for emergency use of the staff. Contains vouchers or receipts for expenses incurred and accountings for advances when fund replenished.	.3	Temporary. Destroy after 2 fiscal years.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	(Amendment to Approved For Release 2005/11/21 : CIA-RDP78-00487A000100070003-3 Counsel Records Control Schedule 32.61.1)		
11.	OFFICIAL WORKING FILES  Working files and reference material accumulated in carrying out the responsibilities for support of legislative functions.	2.0	Temporary. Screen files periodically and destroy material no longer of current interest, except that inactive files determined to have future value may be transferred to the Records Center for a two year retention period, then return for re-evaluation review by depositing office.
		APPROVED:	DATE:
		<div style="border: 1px solid black; width: 200px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>
		<div style="border: 1px solid black; width: 150px; height: 20px;"></div> Chief, RAB	9-12-73

24 August 1973

MEMORANDUM FOR: Chief, Records Management

SUBJECT: Request to Retire "Working Files"  
to Records Center

AT 1. [ ] Assistant Legislative Counsel, has a quantity of material (one or two boxes) which is not required here in the Office at this particular time but which cannot be destroyed. The material is considered to have future value.

2. It is requested therefore that we be authorized to send this material to Records Center and have a Job Number assigned to it.

3. This material should be added to our Schedule. It can be listed as "Individual Working Files."

[ ]

Office of Legislative Counsel

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Effective 15 Nov 1966 Legislative Counsel  
was separated from the General Counsel and  
designated a separate office under the O/DCI.

[redacted] may be  
contacted re records and the schedules.

per [redacted]  
9 Nov 66  
RD

STA

STA

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